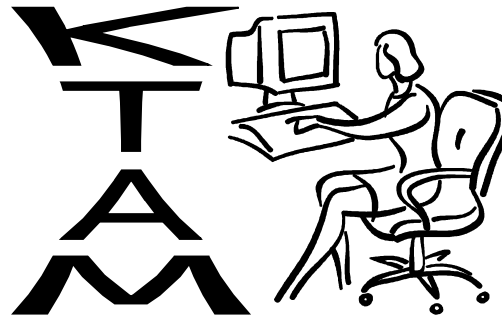


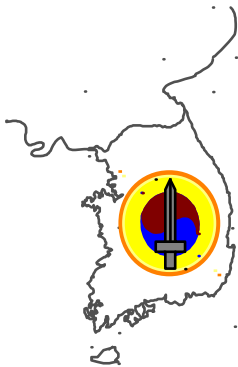
175TH FINANCIAL MANAGEMENT CENTER



**KNPAY TIME AND ATTENDANCE MODULE (KTAM)
FOR KN EMPLOYEES
TRAINING
(AREA II ACTIVITIES)
ACCOUNTING POLICY DIVISION**

July 2007

SERVE AND DEFEND



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

AGENDA

- ❖ What's changed
- ❖ Change in Responsibilities
- ❖ Exceptions
- ❖ Outline of Three Modules
- ❖ System Access Authorization
- ❖ Authorization Letter

Format/Sample

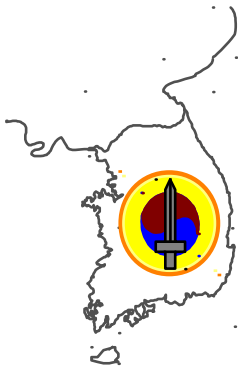
- ❖ Submission of T&A Reports
- ❖ Retention of Records
- ❖ Timekeeper's Responsibilities
- ❖ Timekeeper's Tasks
- ❖ Certifying Officer's

Responsibilities

- ❖ Certifying Officer's Tasks
- ❖ Minimum Specifications
- ❖ Trouble-Shooting & POC
- ❖ Requirements
- ❖ Timekeeper - Details

- ❖ Certifying Officer - Details

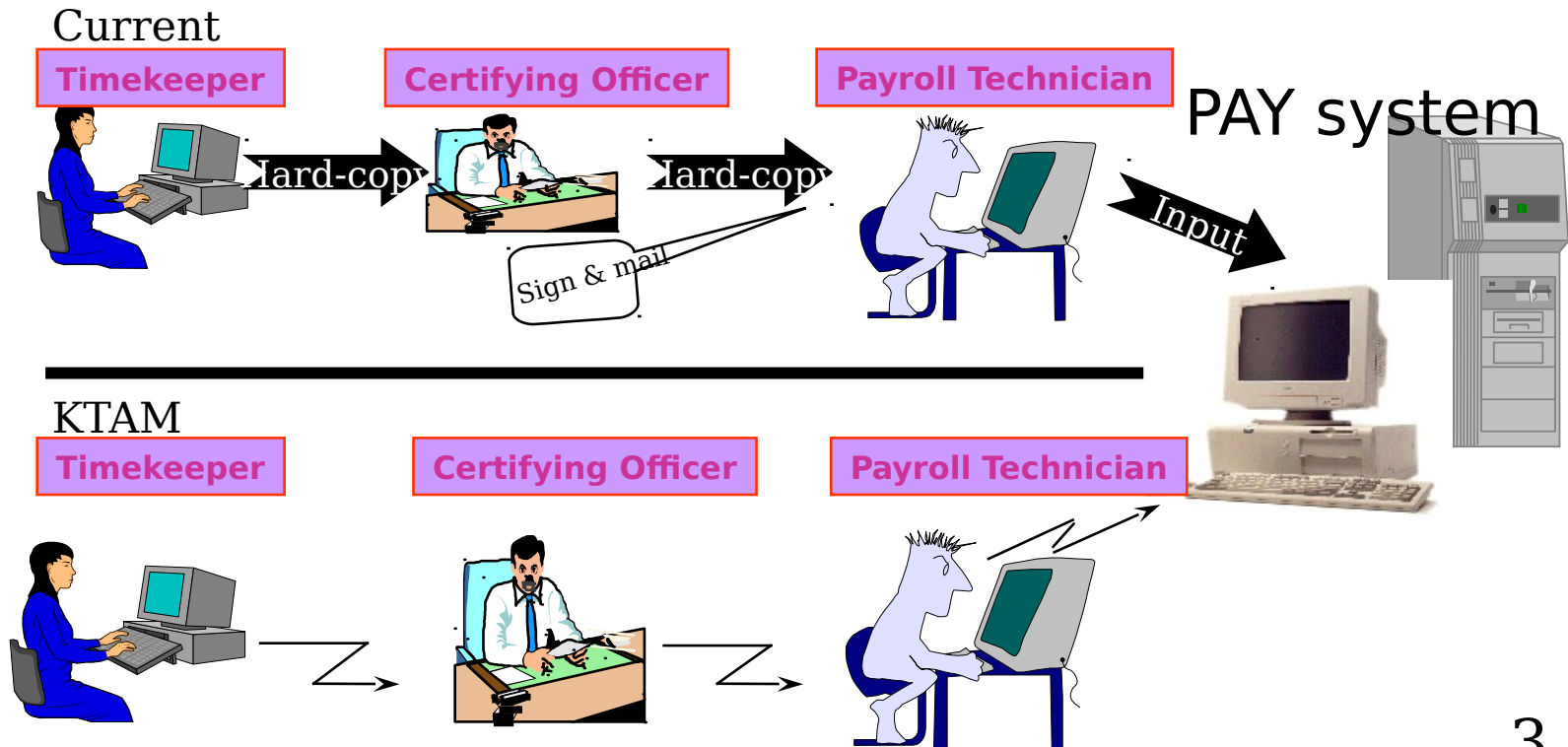
- ❖ KN Pay Website

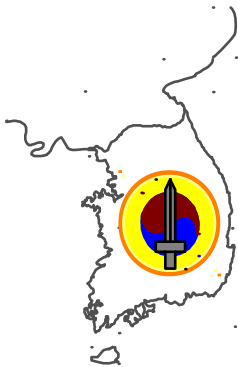


KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

WHAT'S CHANGED

Currently, hard-copy of Time and Attendance (T&A) reports are submitted by activities to payroll or inputs manually the T&A data onto KN Pay System (KNPS) for payroll computation. Under the KNP Module (KTAM), the T&A data will be transmitted electronically by activities to the KNPS for payroll





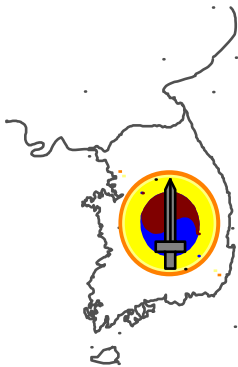
KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CHANGE IN RESPONSIBILITIES

Under the KTAM, there will be a major change in responsibilities to be performed by activities and payroll offices.

❶ **Maintenance of T&A reports.** Currently, payroll office is responsible for retaining the hard copy of T&A reports to be available for audit, or for 6 years, whichever occurs first, IAW DoD FMR, Vol 8 (para 020703). This responsibility will be performed by activities.

❷ **Propriety and Accuracy of T&A reports.** Currently, payroll office reviews T&A reports thoroughly to ensure that the reports are prepared IAW existing governing regulations and policies/procedures. Since these reports are now electronic files ready for direct interface into the KNPS, the responsibility for propriety and accuracy of T&A reports will be



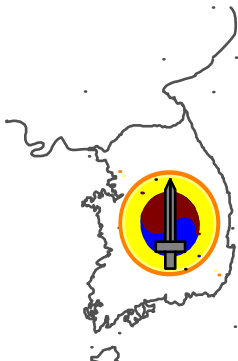
KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

EXCEPTIONS

Hard-copy of T&A reports and supporting documents will be retained by activities with the following exceptions. Activities will continue to submit the following documents to the servicing payroll office.

- a. Corrected T&A Reports.
- b. T&A Reports for Separated/Deceased Employees (see Note below).
- c. Advance Annual/Sick Leave Approval.
- d. Statement of Remote Area Allowance Payment.

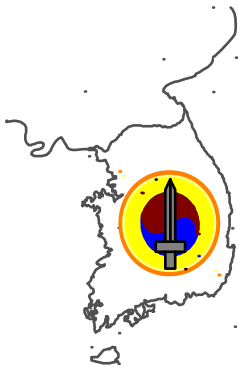
Note: A hard-copy of T&A reports for separated/deceased employees (whose last work day falls on or before 27th day of the month) will be provided to the KN Pay Division. This T&A report will be a provisional copy to use for calculation of the employee's final pay. T&A data for these employees still needs to be transmitted along with other normal employees for the month.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

OUTLINE OF THREE MODULES

- **Timekeeper's Module**: This module is designed for the timekeeper to enter daily hours (i.e., hours of worked and/or leave taken) for all employees assigned to the timekeeper, and create a T&A data file to be electronically sent to the authorized T&A certifying officer for submission to the KNPS.
- **Certifying Officer's Module**: This module is designed for authorized certifying officer to transmit electronically the T&A data imported from timekeeper to the KNPS for computation. To perform this function by the certifying officer, activity managers must provide the servicing payroll office with a delegation of authority letter that lists the individual authorized to certify/sign T&A reports. Based on the letters, the servicing payroll office will maintain the database on the KNPS, so that the transmitted T&A data can be accepted by the KNPS.
- **Payroll office's module**: This module is designed for the servicing payroll office to upload the transmitted T&A data to the



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

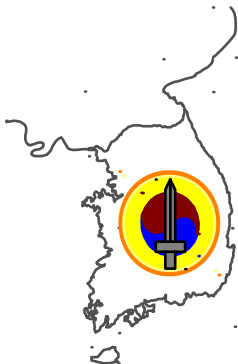
SYSTEM ACCESS AUTHORIZATION

➤ Based on the delegation of authority letter to sign/certify T&A reports, the servicing payroll office will maintain the database on the KNPS, so that the certifying officer can access and transmit T&A data by the KTAM.

- Key element is the certifying officer's ID. For US citizens, the last 4 digits of SSN will be used, and for KN employees, the employee's 6 digits of payroll account number will be used.

- DEROS: KNPS has this additional control mechanism which requires activities to update their delegation of authority letter when either the certifying or delegating official's DEROS has expired.

- If there is a need for an alternate certifying officer to perform this function, the alternate must be listed on the delegation letter, prior to transmission of T&A data, so that the payroll office can



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

AUTHORIZATION LETTER FORMAT

Letterhead Stationery

MEMORANDUM FOR DIRECTOR, CENTRALIZED PAY AND ACCOUNTING (E-15300-FMC-CPA)
UNIT #15300, APO AP 96205-5300

SUBJECT: Delegation of Authority to Sign Time and Attendance (T&A) Reports

*Must use respective
organization's letter head
stationery.*

1. Reference DoD FMR, Vol. 8, paragraphs 020102B and 020401-020402.

2. The undersigned hereby delegates to the persons whose names and signatures appear below the authority to certify time and attendance reports for Korean employees serviced by 175th Financial Management Center. Request these individuals be authorized to access the Korean National Payroll System (KNPS), so that T&A data can be transmitted to the servicing payroll office by using the Remote T&A Input Module.

<u>Last Name, First, MI</u>	<u>RANK</u>	<u>ID No.</u>	<u>DEROS</u>	<u>SIGNATURE</u>	<u>PAYROLL</u>
(E-mail address: _____)	_____	_____	Tel: _____	_____	_____
(E-mail address: _____)	_____	_____	Tel: _____	_____	_____
(E-mail address: _____)	_____	_____	Tel: _____	_____	_____
(E-mail address: _____)	_____	_____	Tel: _____	_____	_____
(E-mail address: _____)	_____	_____	Tel: _____	_____	_____

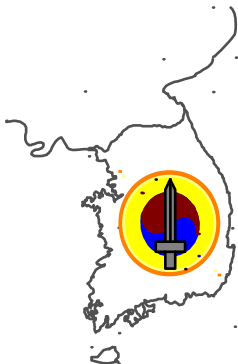
*Must type the information for
Certifying officers
(timekeeper not required)*

3. This signature authority supersedes all others previously issued one, dated _____.

(Signature Block)

(DEROS: _____)
(Email: _____)

Note: ID No: For US citizens, indicate the last 4 digits of SSN, and for KN employees, indicate the individual's 6 digits of payroll numbers. A copy of this document must be maintained by the activity for audit purposes.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

AUTHORIZATION LETTER FORMAT

DEPARTMENT OF THE ARMY
175th FINANCIAL MANAGEMENT CENTER
UNIT #15300
APO AP 96205-5300

EANC-FMC

*** **S A M P L E** ***

1 March 2007

MEMORANDUM FOR DIRECTOR, CENTRALIZED PAY AND ACCOUNTING (EAF-CPA-FN/EAF-COA), UNIT #15300, APO AP 96205-5300

SUBJECT: Delegation of Authority to Sign Time and Attendance (T&A) Reports

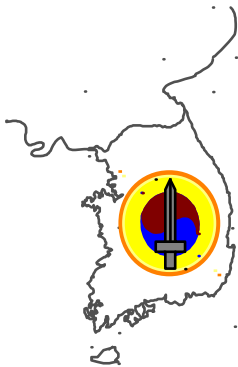
1. Reference DoD FMR, Vol. 8, paragraphs 020102B and 020401-020402.
2. The undersigned hereby delegates to the persons whose names and signatures appear below the authority to certify time and attendance reports for Korean employees serviced by 175th Financial Management Center. Request these individuals be authorized to access the Korean National Payroll System (KNPS), so that T&A data can be transmitted to the servicing payroll office by using the Remote T&A Input Module.

<u>Last Name, First, MI</u>	<u>RANK</u>	<u>ID No.</u>	<u>DEROS</u>	<u>SIGNATURE</u>	<u>PAYROLL No.</u>
<u>Smith, James D.</u>	<u>GS-13</u>	<u>1234</u>	<u>1 Oct 08</u>	<u>Smith, James D</u>	<u>123</u>
(E-mail address: <u>smithj@korea.army.mil</u> (Tel: 723-1234))					
<u>James, Roberts Y</u>	<u>MAJ</u>	<u>2345</u>	<u>15 Nov 08</u>	<u>James, Roberts Y</u>	<u>123 & 234</u>
(E-mail address: <u>JamesR@korea.army.mil</u> (Tel: 723-2345))					
<u>Hong, Kil Dong</u>	<u>KGS-12</u>	<u>012345</u>	<u>Indef</u>	<u>Hong, Kil Dong</u>	<u>234</u>
(E-mail address: <u>HongKD@korea.army.mil</u> (Tel: 725-3456))					

3. This signature authority supersedes all others previously issued one, dated 1 October 2006.

John A. Jones
JOHN A. JONES (DEROS: 31 Oct 08)
COL, FC (E-mail: JohnAJ@korea.army.mil)
Chief, Financial Management Center

Note: ID No: For US citizens, indicate the last 4 digits of SSN, and for KN employees, indicate the individual's 6 digits of payroll account numbers. A copy of this document must be maintained by the activity for audit purposes.

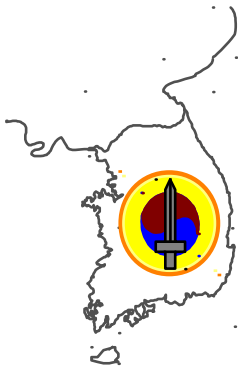


KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

SUBMISSION OF T&A DATA

➤ Cutoff Date of T&A Data Submission.

- ✓ NLT COB of the second workday following the end of pay period.
(For Jul 07 payroll, by 2 Aug 07)
- ✓ Late T&A reports will result in retroactive payments during the subsequent pay cycle.



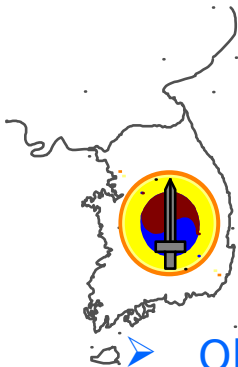
KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

RETENTION OF RECORDS

➤ **DOD FMR, Vol 8, Chapter 2 states:**

“Employing activities shall establish a uniform practice to be followed as to the locations at which the Time and Attendance (T&A) reports and related supporting documentation are to be maintained. T&A reports, together with approved applications for leave, overtime approvals, military orders, jury duty certification, etc., may be retained at the timekeepers’ office, or sent to a designated storage location. The T&A reports and other supporting documents are to be kept available for audit, or for 6 years, whichever occurs first”.

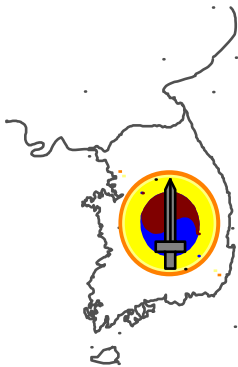
- **Recommendation:** That each activity publish a uniform policy as to the locations where the certified T&A reports and related documents are to be retained, and the policy memorandum be maintained in their file for future



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S RESPONSIBILITIES

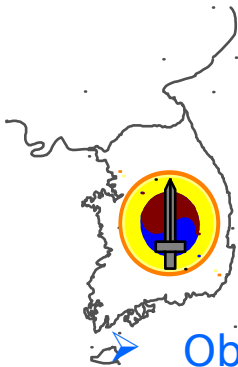
- Obtain/download the timekeeper's module.
 - ✓ IMO will download the KTAM software and install on their PCs (https://144.59.238.16/itinfo/Program_List.aspx).
- Be familiar with instructions on how to use the module.
 - ✓ Standard Operating Procedures (SOP)
- Obtain a ID number of certifying officer to whom the T&A data are to be exported.
- Maintain database for all KN employees for whom the T&A reports are to be prepared.
- Record T&A data accurately IAW the SOP established by 175th FMC.
- Export the T&A data timely to the authorized certifying officer.
- In case where there is a change in the timekeeper and/or the servicing certifying officer, with reasons (i.e., absence, TDY, PCS, etc.), all involved persons should be fully coordinated to setup the module as required, prior to processing the given month's payroll data.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S TASKS

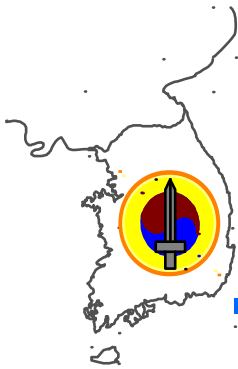
- Setup Basic Information.
- Setup Certifying Officer's Information.
- Setup Employee's Information.
- Input T&A data.
- Send T&A data to Certifying officer.
- Backup T&A data.
- Restore T&A data.
- Clear T&A data and setup basic data for next month.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFYING OFFICER'S RESPONSIBILITIES

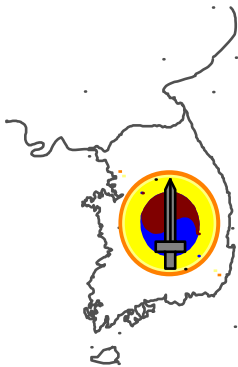
- Obtain/download the certifying officer's module.
 - ✓ IMO will download the KTAM software, and install on their PCs (at https://144.59.238.16/itinfo/Program_List.aspx)
- Be familiar with instructions on how to use the module.
 - ✓ Standard Operating Procedures (SOP)
- Obtain the certifying officer's own ID number at the "Setup Certifier's Information", and provide the ID number to timekeeper(s) who will be preparing the T&A reports.
- Import and review T&A data to be correct and accurate IAW the SOP.
- Print, sign, and maintain as required.
- Send the T&A data timely to the KNPS.
- In case where there is a change in the timekeeper and/or the servicing certifying officer, with reasons (i.e., absence), all involved persons should be fully coordinated to setup the module as required, prior to processing the given month's payroll data.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFYING OFFICER'S TASKS

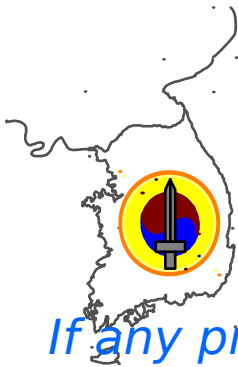
- Setup certifier's Information.
- Import T&A data.
- Verify Certifier and Employee.
- Review T&A data.
- Send T&A data to KN Pay Division.
- Backup T&A data.
- Restore T&A data.
- View Timekeeper's Information.
- Clear T&A data and setup basic data for next month.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

MINIMUM SPECIFICATIONS

Operation	Windows XP
CPU	1GHz
RAM	512MB
Disk	10MB



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES **TROUBLE-SHOOTING & POC**

*If any problems and/or questions arise during the course of installation,
Contact Ms. So at 725-3718 or
Email to SoHyonC@korea.army.mil*

*If any problems and/or questions/suggestions arise during the operation of
the applicable module, send an email to the following addresses.*

TO: Kim, Pyong-Chin

Email: KimPY@korea.army.mil

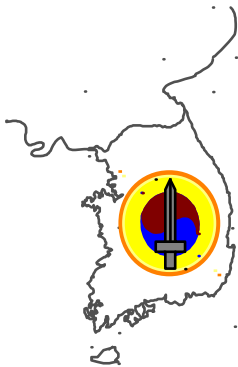
CC: Stoddard, Rebecca M

Email: becky.stoddard@korea.army.mil

Note: The email should address:

- a. What module (timekeeper or certifying officer's)*
- b. What the problems are*
- c. When (day/time) the problems occur*
- d. To include a copy of error message (if any)*

*Upon receipt of e-mail, the POC will forward it to the proponent action officer
respond after appropriate action has been taken.*

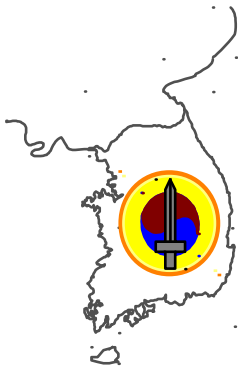


KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

REQUIREMENTS

The 175th FMC wrote a memorandum, 25 Jun 07, to all Supervisors of KN Employees – Area II for implementation, starting with the July 2007 payroll.

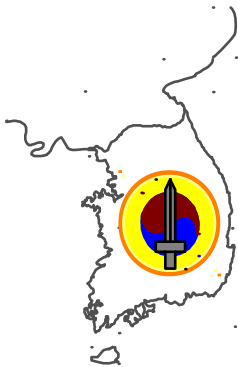
1. Submit the Delegation of Authority Letter to KN Pay Division NLT 10 July 2007.
 - An electronic copy of the letter will be accepted.
 - E-mail the electronic copy to Mr. Kim, Sang-Su at KimSang@korea.army.mil
 - With cc to Pak, Sun Uk at PakSUK@korea.army.mil
2. Install the KTAM software onto the timekeepers and certifying officers' PCs.
 - IMO can download the software and installation instruction (https://144.59.238.16/itinfo/Program_List.aspx).
3. Attend the KTAM training and be familiar with the operations.
4. Prepare T&A reports for July 2007 payroll, and transmit the T&A data to the KN Pay Division NLT 2 August 2007.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

For Timekeepers



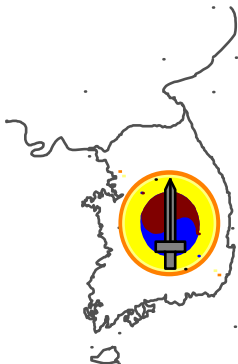


KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S FUNCTION

Upon execution of the module, a banner will appear as illustrated below. In order to proceed, select “Accept” button. This means that the timekeeper understands and accepts the responsibilities to perform as required.

“I have been assigned as a timekeeper for Korean National (KN) civilian employed with this organization. I have read and understood policies and procedures for preparation of time and attendance (TA) report for KN employees. I understand and accept my responsibilities for entering each individual’s attendance and absences timely and accurately. I have also ensured that all absences and premium hours worked (i.e., overtime, extended work, holiday work, and night differential hours) were approved in accordance with existing regulations and policies/procedures”.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

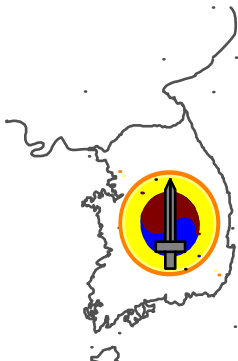
TIMEKEEPER'S MENU

Main menu

Remote T&A Input System (Timekeeper) v1.1 - MainMenu			
File	Clear_T&A_Date	Exit	

Sub-Menu

Remote T&A Input System (Timekeeper) v1.1 - MainMenu			
File	Clear_T&A_Date	Exit	
Setup Basic Information Input Certifier's Information Input Employee's Information Input T&A Data Send T&A Data to Certifier Backup T&A Data Restore the Backup Data Exit			



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S FUNCTION

SETUP BASIC INFORMATION

YONGWIK33FAP1001 UNCLASSIFIED

Remote T&A Input System (Timekeeper) Input/Setup

Timekeeper Basic Information

Pay Period Start Date: 2007/01/01 (YYYY/MM/DD)
Pay Period End Date: 2007/01/31

Regular Hour Display ? ☒ Yes ☐ No (at the T&A data input)

Timekeeper Code: 027380 (KN Account No. or SSN Last 4 digits)
Name: Mr. Kim, timekeeper (KN Name or Lastname, Firstname)
Job Title: Staff Accountant
Office Name: Accounting Policy Division
175th Financial Management Center
Unit #15300
Telephone: 725-3623
Bul: YONGSAN
1502
Email: KimPY@KOREA.ARMY.MIL

(C)hange (E)xit

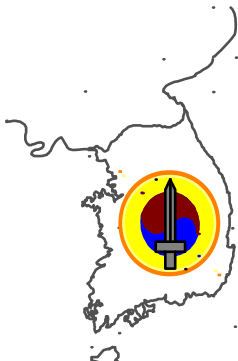
start | Inbox - Microso... | Microsoft O... | Remote TnA In... | EN | 4:04

"Pay period Start/End dates"
The dates have been setup automatically
(see "Clear T&A Data" later).

"Regular Hour Display"
If "Yes" is selected, the default (8
hours of regular work, DayOff on
Saturday and Sunday, and Holidays)
will show on the T&A input screen
for the given month.

"Timekeeper's Code" Enter 6 digits payroll
account number for KN employee. For US citizen,
enter the last 4 digits of SSN. The code for US
citizen will show the 4 digit + the first 5 digits of
his/her name, upon entering the name. Enter the
"Name" in the order of "Last, First, and Middle
name".

Enter other information as necessary



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S FUNCTION

SETUP CERTIFIER'S INFORMATION

Remote TnA Input System (Timekeeper) - InputTACertifier

Certifier's Information

Certifier Number: 9362LAU L (Can get No. from your certifier)

Name: Lau certifier

Office Name: Accounting Policy Division
175th Financial Management Center
Unit #15300

Email Address: laul@korea.army.mil

(A)dd (C)hange (D)elete e(X)it Purge deleted Certifier

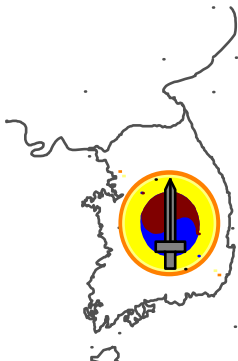
Flag	ReaNo	Name	Office name	Email
	6973HOWAR	Howard certifier	Information Management Divisio	howard@korea.army.mil
	9362LAU L	Lau certifier	Accounting Policy Division	laul@korea.army.mil

Timekeeper must obtain the certifying officer's ID and enter exactly the same information. Otherwise, the T&A data will not be sent to the certifying officer. If the timekeeper serves for multi-certifying officers, enter his/her information in the same manner by using "Add" button.

If any change occurs in the certifying officer, change all information to reflect the new person's information on the current certifier's mode, and save it.

Enter other information as necessary

All certifying officers are listed here.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S FUNCTION

SETUP EMPLOYEE'S INFORMATION

YONGWK33FAPL061 UNCLASSIFIED

Employee's Information

Employee AccNo 027380 PayNo 009

Name Mr. Kim #1

Job Title Staff Accountant

Office Name Accounting Policy Division
175th Financial Management Center
Unit #15300

Telephone Number 725-3623

Location YONGSAN

Building Number 1502

Email Address KimPY@KOREA.ARMY.MIL

NTE Date (YYYYMMDD)

Option - Click here to get description

TOD 8 Tour Of Duty (Basic work)

Off Day SAT SUN

(S)earch (A)dd (C)hange (D)elete e(X)it Purge deleted

D_Flag	PayNo	AccNo	Name	TOD	Job Title	Office name
	009	027380	Mr. Kim #1	8	Staff Accountant	Accounting
	009	060002	Mr. Kim #2	8	Staff Accountant	Accounting
	009	060003	Mr. Kim #3	8	Staff Accountant	Accounting
	009	060001	Mr. Kim #4	10	Staff Accountant	Accounting

2LAU L

CERTIFIER

Name Office

Forward certifier Information Ma

Forward certifier Accounting Pol

Enter 6 digits of employee's payroll account number, and 3 digits of the employee's payroll number.

Enter the employee's name in the order of last, first, and middle name. An employee can be added or deleted.

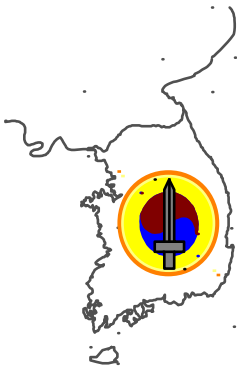
If the regular hours are not 8 hours, the timekeeper should change it as necessary

Enter the employee's daily tour of duty hours (i.e., 8), and select the employee's day offs (e.g., Monday and Tuesday).

All employees are listed here.

All certifying officers are shown.

SERVE AND DEFEND



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S FUNCTION

INPUT T&A DATA

Jan, 2007 Account No. 027380 Pay No. 009 Name Mr. Kim #1

1	2	3	4	5	6	7
D 8	8	8	8	8	DO	DO
OT H8	H8					
N						

11	12	13	14	15	16	17	18	19	20
D 8	8	DO	DO	8	8	8	8	8	DO
OT									
N									

21	22	23	24	25	26	27	28	29	30	31
D DO	8									
OT										
N										

Pay Period: 2007/01/01-2007/01/31

Cert. No. 9362LAU L
Name LAU CERTIFIER

Number	Name	Office
6973HOWAR	Howard certifier	Information
9362LAU L	Lau certifier	Accounting

(C)hange (S)earch
(D)elete e(X)it

TOTAL
REG 184 A S C H 16 TDY
EW OT AA UM O 16 DO 8
N AS AW MT ZE
HW CT SU MW ZU

This screen provides blocks for daily entries from the first day to the last day of a given month. It shows Sunday in red, Saturday in blue, and Holidays in red.

It also shows 8 hours on the scheduled workday, and

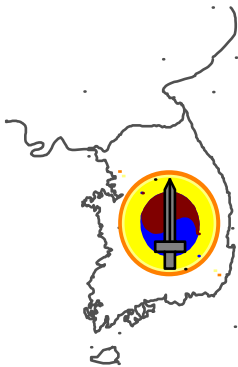
Enter the employee's time and attendance data IAW the Operating Policies and Procedures/governing regulations.

If the regular hours are not 8 hours, the timekeeper should change it as necessary

Listed employees are those belonging to the selected certifying officer.

Daily entries are summed per category.

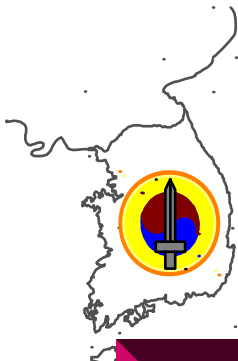
A certifying officer is selected.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

T&A CODES

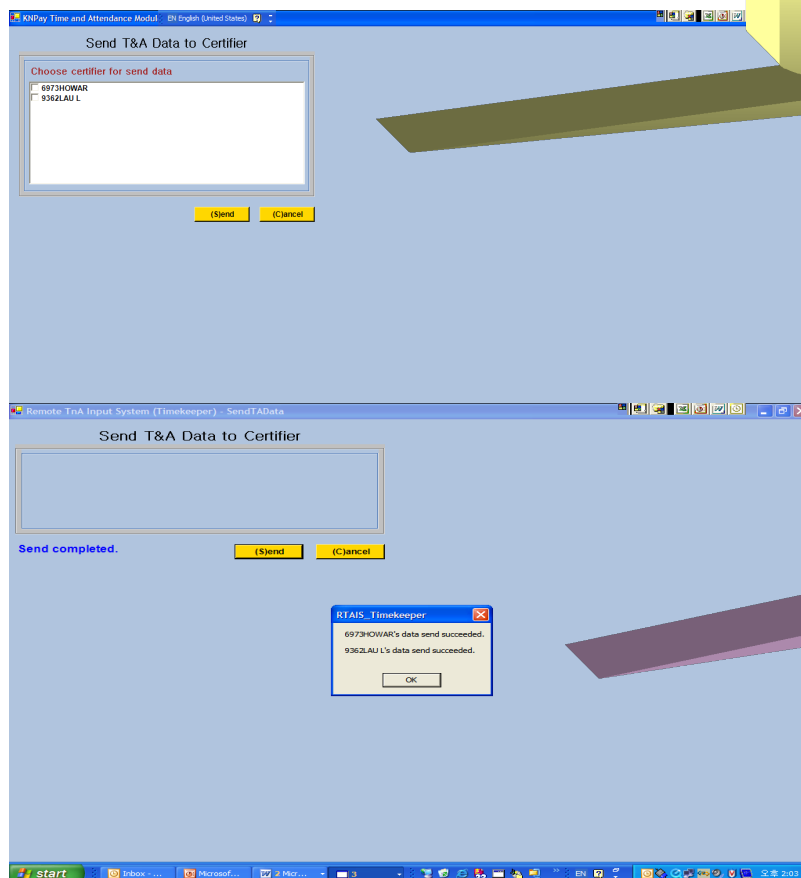
Cod e	Explanation	Cod e	Explanation	Code	Explanation
A	Annual Leave	CT	Compensator y Time Worked	H	Holiday Off
S	Sick Leave	C	Compensator y Leave Taken	O	Other Leave With Pay
OT	Overtime	UM	Union Member Leave	MT	Maternity Leave
N	Night Differential	W	Leave Without Pay	MW	Maternity Leave Without Pay
HW	Holiday Worked	AW	Absence Without Leave	TDY	Temporary Duty
FW	Extended	SU	Suspension	DO	Day Off



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S FUNCTION

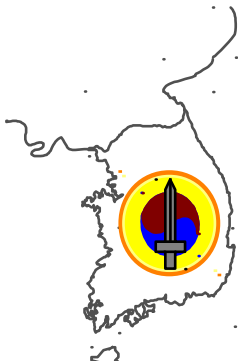
SEND T&A DATA



*Check on Certifying officers and
Click "Send" button, and wait.*

*Appears "Send Succeeded" which
means the data has been successfully
sent to the certifying officer(s).*

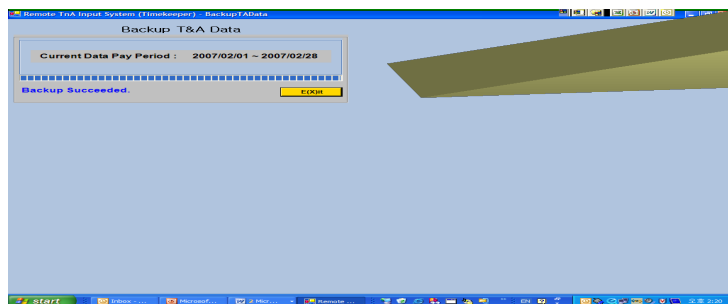
Inform the Certifying officer of sent file.



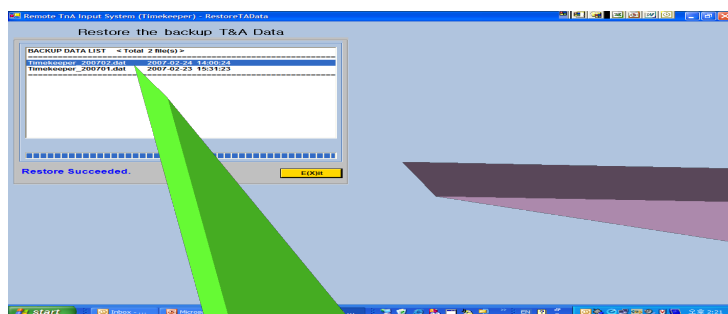
KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S FUNCTION

BACKUP AND RESTORE T&A DATA

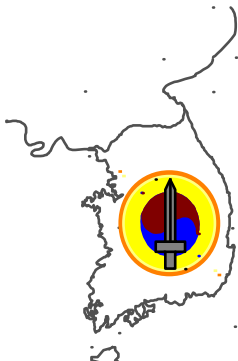


Click "Backup" button, and after completed, the message shows "Backup Succeeded".



Click "Restore" button, and after completed, the message shows "Restore Succeeded".

Select a month to restore the data.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

TIMEKEEPER'S FUNCTION

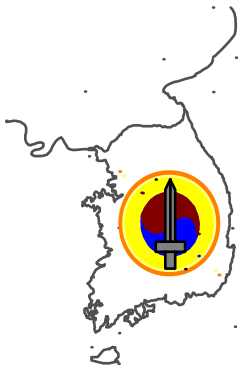
CLEAR T&A DATA FOR NEXT MONTH

Make sure that the current data has been backed-up prior to executing this job. Otherwise, the current month's data will be lost and cannot be restored.

Make sure that a slash (/) must be in between the Year and Month (i.e., 2007/03)

Enter a year and month (YYYY/MM) to process for the given month, and then press "Execute" button.

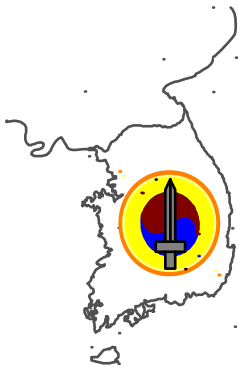
A warning statement shows as "Backup the current month, before execute this job".



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

ALTERNATE TIMEKEEPER

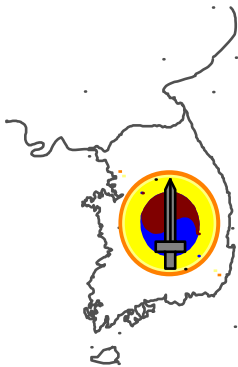
- Prior to taking a scheduled leave/absence, the primary timekeeper must coordinate with the activity's IMO to copy the module on the alternate timekeeper's PC.
- If the alternate timekeeper has no chance to copy the primary's database, the timekeeper should perform all tasks from the beginning as performed by the primary timekeeper.
- Upon the primary timekeeper's return, coordinate with the IMO to copy the T&A data submitted by the Alternate timekeeper to the primary timekeeper's PC.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

For Certifying office

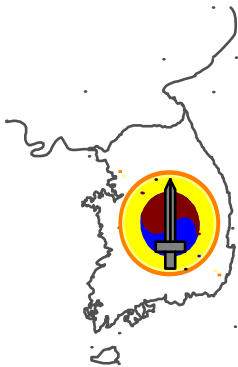




KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFYING OFFICER'S RESPONSIBILITIES

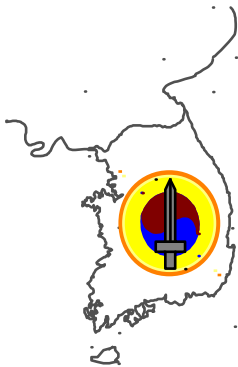
- Obtain/download the certifying officer's module.
 - ✓ IMO will download the KTAM software, and install on their PCs (at https://144.59.238.16/itinfo/Program_List.aspx)
- Be familiar with instructions on how to use the module.
 - ✓ Standard Operating Procedures (SOP)
- Obtain the certifying officer's own ID number at the "Setup Certifier's Information", and provide the ID number to timekeeper(s) who will be preparing the T&A reports.
- Import and review T&A data to be correct and accurate IAW the SOP.
- Print, sign, and maintain as required.
- Send the T&A data timely to the KNPS.
- In case where there is a change in the timekeeper and/or the servicing certifying officer, with reasons (i.e., absence, TDY, PCS, etc.), all involved persons should be fully coordinated to setup the module as required, prior to processing the given month's payroll data.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFYING OFFICER'S TASKS

- Setup certifier's Information.
- Import T&A data.
- Verify Certifier and Employee.
- Review T&A data.
- Send T&A data to KN Pay Division.
- Backup T&A data.
- Restore T&A data.
- View Timekeeper's Information.
- Clear T&A data and setup basic data for next month



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFYING OFFICER'S TASKS

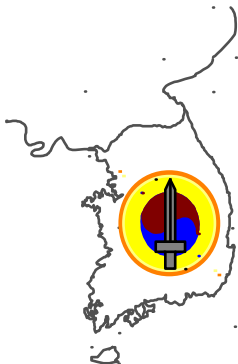
Upon execution of the module, a banner will appear as illustrated below. In order to proceed, select "Accept" button. This means that the certifying officer understands and accepts the responsibilities to perform as required.

Termination of Authority Date

Certifying officer (Name) (DEROS)
Approving official (Name) (DEROS)

Warning notice for DEROS

"I have been designated as a certifying officer to certify/sign time and attendance (TA) reports for Korean National (KN) civilians employed with this organization. I understand that the certification of TA reports is an authorization of the expenditure of government funds. I have read and understand policies and procedures for preparation of time and attendance (TA) reports for KN employees. Also, I understand and accept my responsibilities to ensure that TA reports are prepared to be true, correct, and accurate in accordance with existing regulations and



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

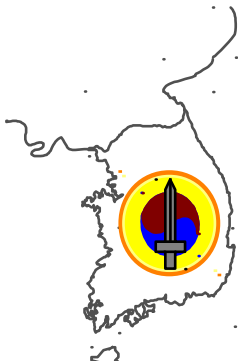
CERTIFYING OFFICER'S MENU

Main menu

Remote T&A Input System (Timekeeper) v1.1 - MainMenu			
File	Clear_T&A_Date	Exit	

Sub-Menu

Remote T&A Input System (Certifier) v1.1 - MainMenu			
File	Clear_T&A_Date	Exit	
Setup Certifier's Information Import T&A Data Verify Certifier and Employee Review T&A Data Send T&A Data to KNPAY Div. Backup T&A Data Restore the Backup Data View Timekeeper's Information Exit			



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFIER'S TASKS

SETUP CERTIFIER'S INFORMATION

YONGWK33FAPL061 UNCLASSIFIED

Certifier Basic Information

Certifier Number	9362LAU L (SSN Last 4 Digit or KN Account No.)
Name	Lau, Leo E (Lastname, Firstname or KN Name)
Job Title	Chief, Accounting Policy Division
Office Name	Accounting Policy Division 175th Financial Management Center Unit #15300
Telephone Number	725-3616
Location	Yongsan
Building Number	1501
Email Address	LauL@Korea.army.mil
DEROS	(YYYY/MM/DD)

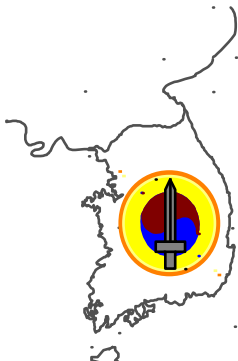
(C)hange E(x)it

start | Inbox - ... | 2 Micr... | RT&A-L... | KNPAY T... | 1:22

"Certifier's number" Enter 6 digits payroll account number for KN employee. For US citizen, enter the last 4 digits of SSN. The code for US citizen will show the 4 digit + the first 5 digits of his/her name, upon entering the name. Enter the "Name" in the order of "Last, First, and Middle name".

For US citizen, these number (4+5) will be given to timekeeper.

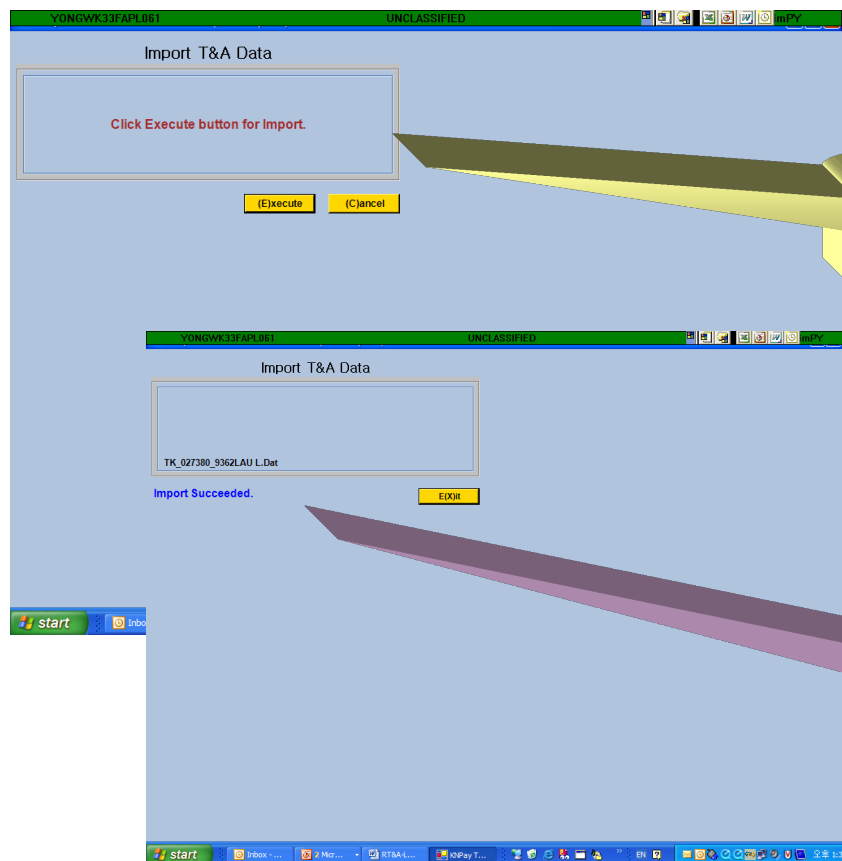
Enter other information as necessary



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFIER'S TASK

IMPORT T&A DATA



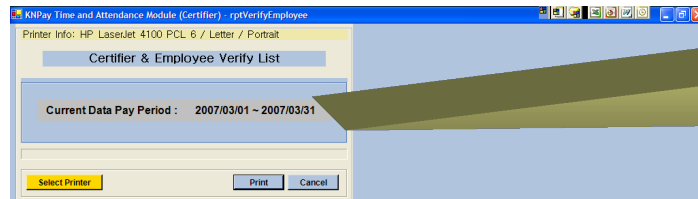
Click "Execute" button, and wait.

Message appears "Import Succeeded" which means the data has been successfully imported from timekeeper.

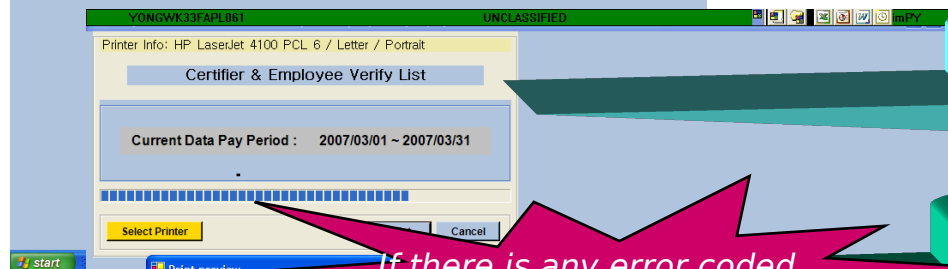
KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFIER'S TASKS

VERIFY CERTIFIER AND EMPLOYEE



Upon selecting the "Verify Certifier and Employee" menu, this screen is shown indicating the current month pay period. Then, press the "Print" button.



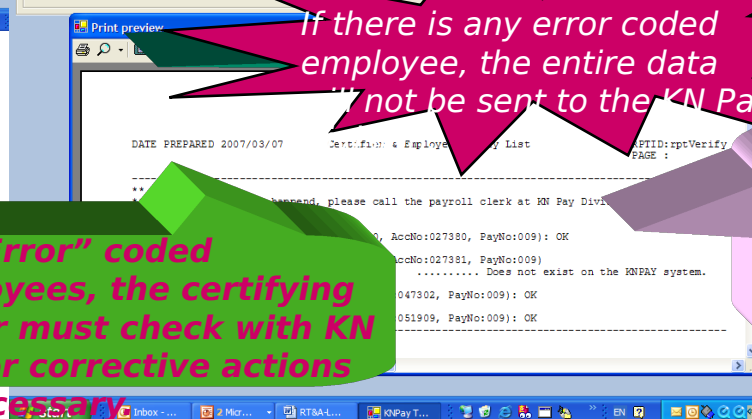
The screen changes as shown.

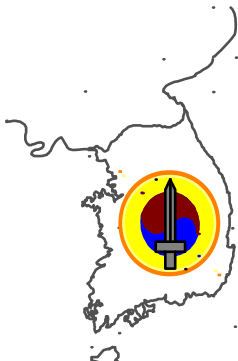
If there is any error coded employee, the entire data will not be sent to the KN Pay

Print or view

For "Error" coded employees, the certifying officer must check with KN Pay for corrective actions as necessary

A list of employees with an annotation (i.e., "OK" for an employee who is matched with the master record, or "Error" for an employee who does not exist on the master record.





KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFIER'S TASKS

REVIEW T&A DATA

Verify daily entries to see if any discrepancies are noted.

Total hours for the pay period.

If correct, then click on "Review" box. "R" will be coded on the employee. For an employee with no "R" coded, the T&A data will not be sent to KN Pay Div.

Print the T&A reports.

KNPay Time and Attendance Module (Certifier) - ReviewTA

Mar, 2007 Account No. 027380 Pay No. 009 Name Kim, Pyong Chin

	1	2	3	4	5	6	7	
D	8	8	DO	DO	8	8	8	
OT	H8	A8			S8	C8	EV8	
N								

	18	19	20	
D	8	8	8	
OT	MW8	ZE8	ZU8	
N				

	21	22	23	24	25	26	27	28	29	30	31	
D	8	8	8	DO			8	8	8	8	DO	
OT	MW8	ZE8	ZU8				AW8	O8	AA8	TDY		
N												

TOTAL
REG 176 A 8 C 8 H 16 TDY 1
EW 8 S 8 UM 8 O 8 DO 9
OT 8 AA 8 W 8
N 8 AS 8 AW 8 MT 2 ZE 8
HW 8 CT 8 SU 8 MW 8 ZU 8

(C)change (S)search e(X)it (Print Time Sheet)

Employee List

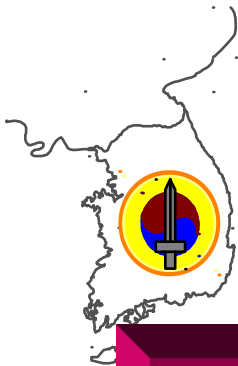
TkCode	PayNo	AccNo	Name
R 027380	009	027380	Kim, Pyong Chin
R 027380	009	027381	Kim, Dummy
R 027380	009	047302	Mr. Kim #2
R 027380	009	051909	Mr. Kim #3

☒ Review (Reviewed)

TK Code 027380
Name KIM, PYONG CHIN

Timekeeper List

TkCode	Name



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFIER'S TASKS

PRINT T&A REPORTS

This screen provides Korean Employee Time Sheets for a maximum of 4 employees per sheet. You can see the information by enlarging the size, or can print by choosing print options "Current Employee", "Current Payroll No", "Specific Payroll No", or

To enlarge the size, or print.

Will not show or print T&A data for an employee who is not "R" coded.

Signature

YONGWK33FAPL061 UNCLASSIFIED

Print preview

KOREAN EMPLOYEE TIME SHEET

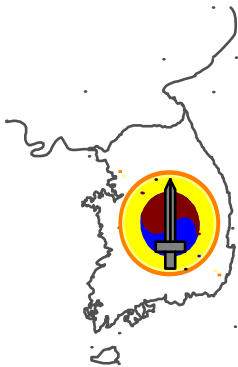
Pay Period: 2007/03/03-2007/03/31

EMPLOYEE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
PAYNO:0009 ACCT:047302 MT: KTR #2																															
ORG:ACCOUNTING POLICY DIVISION 175CH FINANC																															
REG:175																															
EMP: CT																															
DT: CT																															
N: UN																															
HW: UN																															
A: UN																															
S: UN																															
AA: UN																															

2007/03/07 15:38 PM

Signature of certifying officer: LAU, LEO S - Chief, Accounting Policy Division

Page: 1



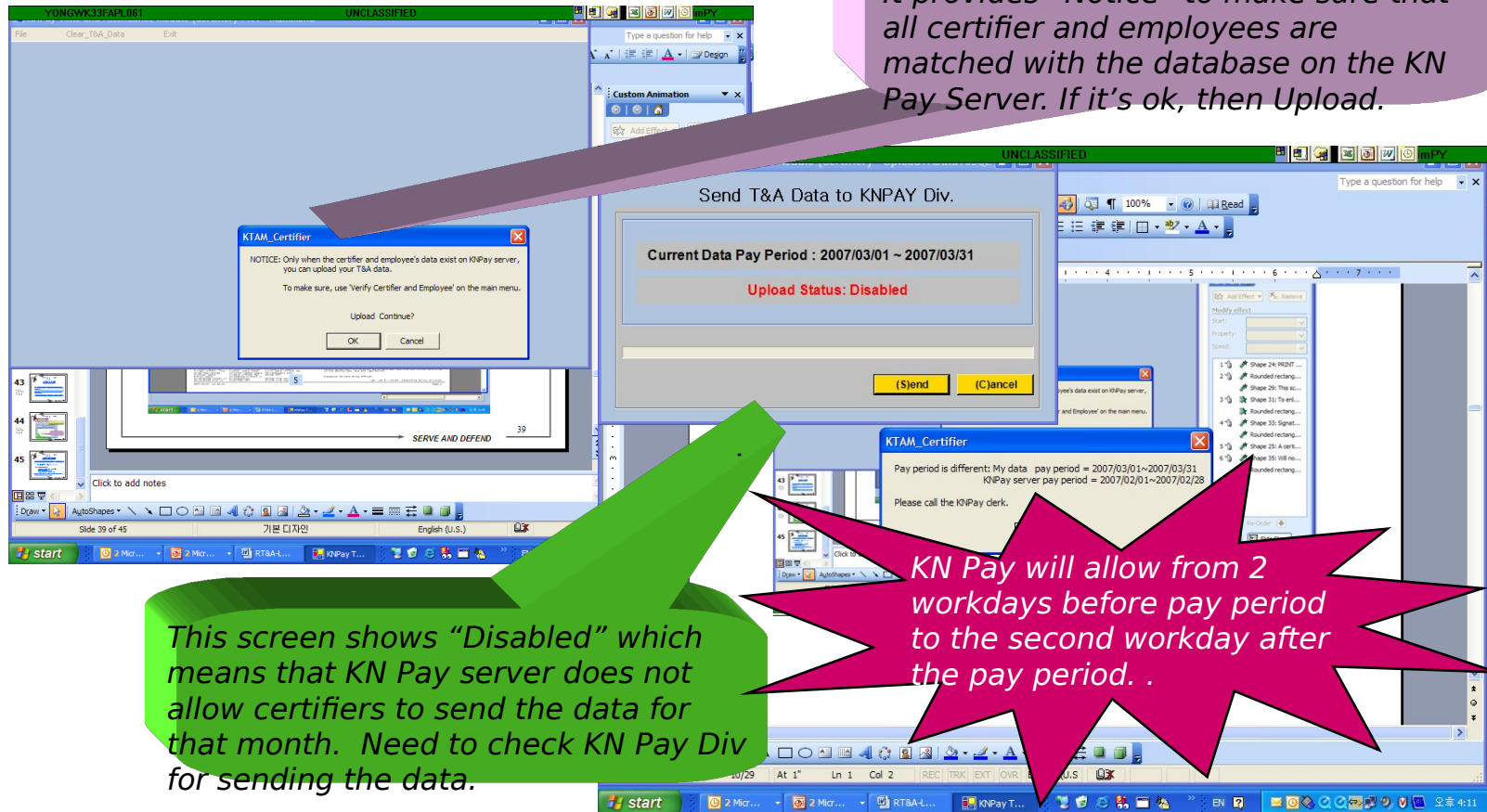
KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFIER

Click "Execute" button to send the data. It will show "Send Succeeded" which means that the data has been successfully sent to the KN Pay Div.

SEND T&A DATA TO KN PAY DIV

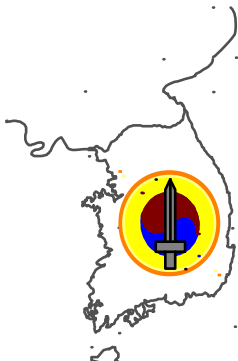
It provides "Notice" to make sure that all certifier and employees are matched with the database on the KN Pay Server. If it's ok, then Upload.



This screen shows "Disabled" which means that KN Pay server does not allow certifiers to send the data for that month. Need to check KN Pay Div for sending the data.

KN Pay will allow from 2 workdays before pay period to the second workday after the pay period. .

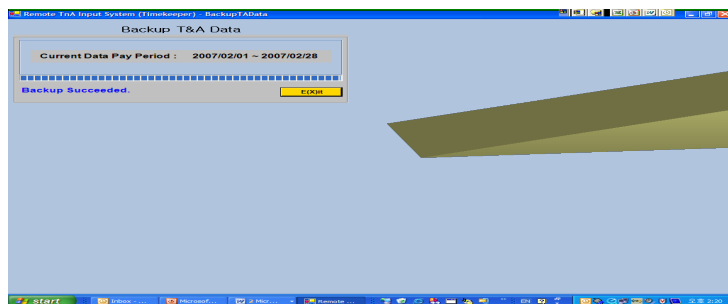
SERVE AND DEFEND



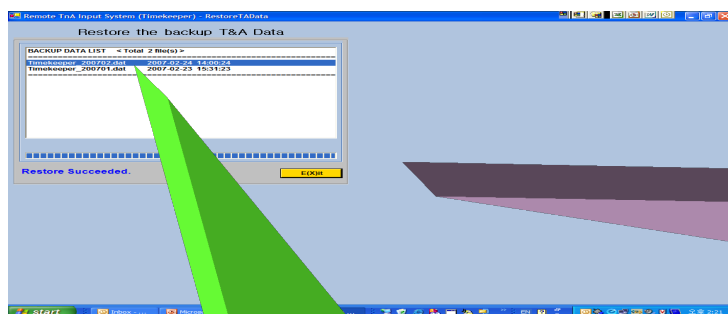
KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFIER'S TASKS

BACKUP AND RESTORE T&A DATA

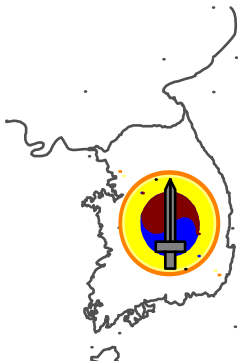


Click "Backup" button, and after completed, the message shows "Backup Succeeded".



Click "Restore" button, and after completed, the message shows "Restore Succeeded".

Select a month to restore the data.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFIER'S TASKS

VIEW TIMEKEEPER'S INFORMATION

KNPay Time and Attendance Module (Certifier) - ViewTimekeeper

Timekeeper's Information

Timekeeper Code: 027380

Name: Kim, Pyong Chin

Job Title: Staff Accountant

Office Name: Accounting Policy Division
175th Financial Management Unit #15300

Telephone Number: 725-3623

Location: Yongsan, Main Post

Building Number: 1501

Email Address: KimPY@KOREA.ARMY.MIL

Search

Code:

Name:

(F)ind (C)ancel

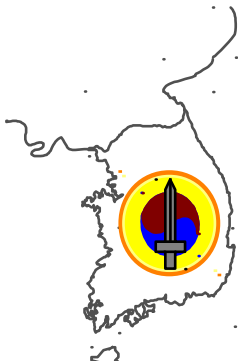
(S)earch e(X)it

Timekeeper List

TKCode	Name	Job Title	Office name	Tel No.	Location	Bldg No.	Email
027380	Kim, Pyong Chin	Staff Accountant	Accounting Policy Division	725-3623	Yongsan, Main	1501	KimPY@KOREA.ARMY.MIL

This screen shows all timekeepers' information.

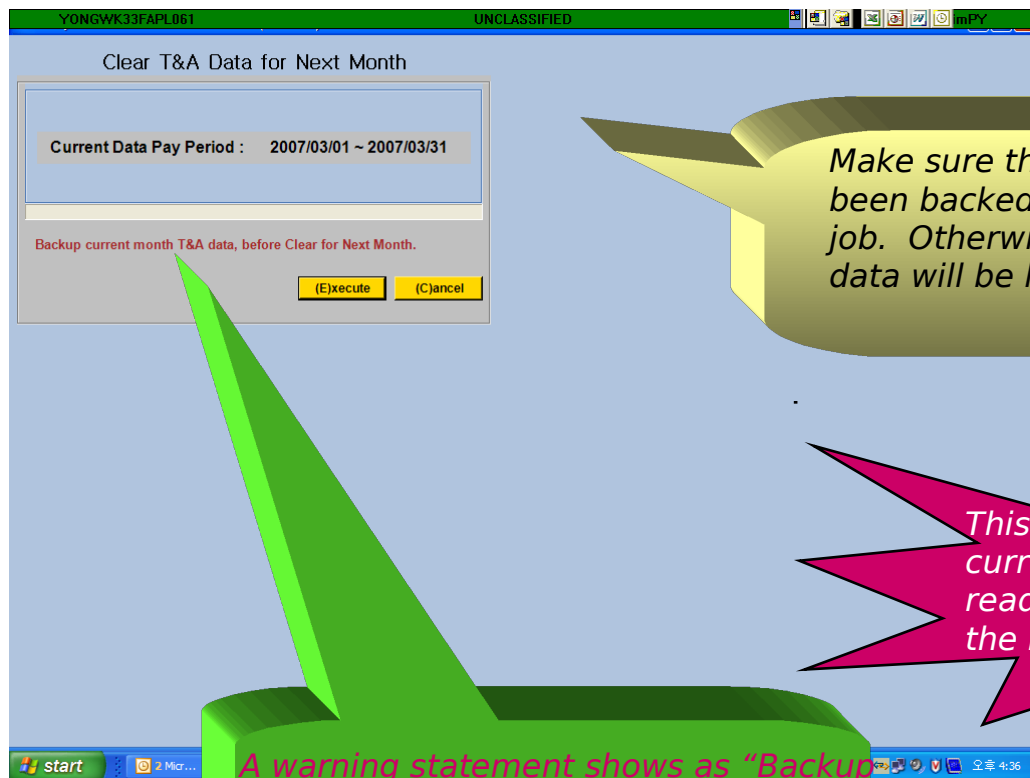
Search mode.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

CERTIFIER'S TASKS

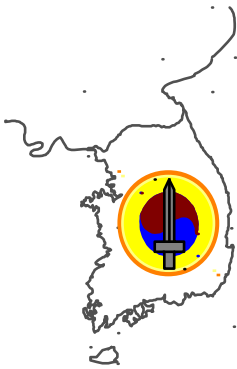
CLEAR T&A DATA FOR NEXT MONTH



Make sure that the current data has been backed-up prior to executing this job. Otherwise, the current month's data will be lost and cannot be restored.

This screen is to clear the current month data and to be ready for importing data for the next month.

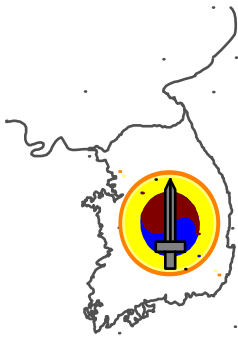
A warning statement shows as "Backup the current month, before execute this job".



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

ALTERNATE CERTIFIER

- Prior to taking a scheduled leave/absence, the primary certifying officer must coordinate with the activity's IMO to install the module on the alternate certifying officer's PC.
- Next, inform timekeeper of the change in certifying officer to get his information to setup on the timekeeper's data.
- Upon the primary certifying officer's return, inform the timekeeper of the fact.



KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES KN PAY WEBSITE

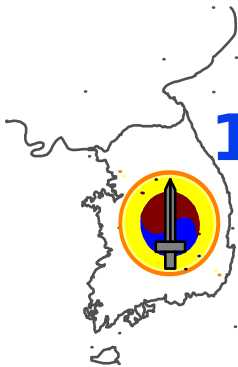
175TH FMC Homepage (<http://175fmc.korea.army.mil>)

The screenshot shows the 175th Financial Management Center website. A large yellow 3D block with 'KN' is positioned over the left sidebar. Several other yellow 3D blocks with text are pointing to specific sections of the website:

- KN PAY POCs** points to the 'KN Pay LES System & Bulletin Board/Q&A' section.
- KN LES** points to the 'KN LES Web Administrator's Menu' section.
- KTAM SOP** points to the 'KTAM SOP' section.
- KTAM Trg** points to the 'KTAM SOP' section.

The website content includes:

- Left Sidebar:** About 175th FMC, Finance Services, Links, Press Releases.
- Main Content:** 175th Financial Management Center, KN Pay Information, Establishment of standardized Rating Periods for KN employees, KN Pay Technicians for Payroll Numbers, KN Pay LES System & Bulletin Board/Q&A, KN Pay LES Newsletter, KN Pay LES 급여명세서 발행제도, KN Income Tax Rebates Information Paper 2006, KN LES Web Administrator's Menu, KN TDY Payment Inquiry, KN Payroll Information, KN T&A LOI, KTAM SOP, Wage Schedule, Forms (updated), KN Newsletter for 2006 Year-End Tax.
- Bottom:** Start button, taskbar, and system clock.



175TH FINANCIAL MANAGEMENT CENTER

KNPAY T&A MODULE (KTAM) FOR KN EMPLOYEES

Question???

Suggestion?????

KIM, PYONG-CHIN
ACCOUNTING POLICY DIVISION

TEL: 725-3623
EMAIL: KimPY@korea.army.mil

